

**Plumas County Children and Families Commission  
PCCFC  
Minutes**

**Wednesday, January 24, 2001**

**9:00 a.m.-12:30 p.m.**

**Public Works Building**

**Attendees:**

Commissioners: Carol Burney, Shelley Miller, Rita Scardaci, Elliott Smart,  
and Irasema Tavares  
Staff: Ellen Vieira, Ex. Dir. Diana Conen and Laura Stringer  
Public: Michael Butler, Pat Leslie, Sandra Norton, and Gloria  
Wyeth

**I. Introductions:**

Commissioners and meeting attendees introduced themselves.

**II. Review and approval of minutes:**

Mr. Smart, seconded by Ms. Burney, moved to approve the minutes of the previous meeting as amended below.

Corrections to the previous minutes included second to the motion to direct the Executive Director to review options and clarify language on the leverage funds was Mr. Smart instead of Ms. Miller. The second to the motion on the request for funding from Sierra Cascade Family Opportunities was Ms. Mitchell instead of Ms. Miller. Motion to approve the amended minutes passed unanimously.

**III. Public Comment:**

No comments made by members of public.

**IV. Updates on State Commission:**

Ms. Vieira told the Commissioners about the Statewide Conference for the County Commissions to be held in San Diego, Feb. 8<sup>th</sup> and 9<sup>th</sup>, 2001. Ms. Vieira will be attending and asked if any commissioners were interested in attending. Two commissioners expressed an interest in attending. Ms. Vieira will make arrangements. Ms. Vieira reviewed projects funded FY 2000-01 by the CCFC, a legislative summary, and the CCFC meetings scheduled for 2001. The State Commission will reimburse small counties for their travel to ensure that every county can participate in state sponsored activities. Ms. Vieira stated that each county would be given a yearly allocation. The exact amount of the allocation will be voted on at the State Commission meeting in February.

## V. Report on Regional Activities:

- a. **Report.** Ms. Vieira reported on the regional dental teleconferences that she has participated in with the other regional executive directors regarding regional dental planning, community outreach, and other related activities. Ms. Vieira also reported that the regional directors would develop a “dental prevention fact sheet” that would be provided to parents at each of the county Children’s Fairs in May. The Plumas County Children’s Fair will be on Saturday, May 12, 2001. Ms. Vieira will coordinate this effort with the Plumas County Child Abuse Prevention Council.
- b. **Plumas County Children’s Dental Project.** Ms. Vieira introduced Gloria Wyeth, Executive Director of the Sierra County Children and Families Commission, and Sandra Norton, PCPHA Director of Nurses. Gloria Wyeth reported on a project being developed in conjunction with Alameda County. The rural counties of Plumas, Lassen, Sierra, and Modoc have been invited to participate. The PCCFC is being asked to participate in funding a local coordinator to facilitate a comprehensive assessment of dental services, coordinate project activities, and provide a system of dental case management for 0-5 year old children who are currently enrolled in Medi-Cal and Healthy Families. Ms. Tavares asked how this project would serve children not eligible for Medi-Cal and Healthy Families? Ms. Vieira stated that the project would only serve those children already enrolled in the programs. Other children would still have to be served by any regional or county outreach efforts. Mr. Smart said that the idea of a coordinator is a valid concept, but needed a clear vision of what specifically the position would do for Plumas County. Ms. Scardaci said that more details are needed. Mr. Smart said that the PCCFC could commit to contributing toward the position, but not directly to employ that person. He asked Ms. Vieira to investigate this proposal further, especially the sustainability of such a PCCFC commitment.

Ms. Norton provided an overview of the recent Dental Grant and shared statistics showing the definite gaps in care for the 0-5 populations. The Executive Director requested that PCCF contribute \$10,000 for a regional dental project. Ms. Scardaci asked exactly what the requested \$10,000 would fund. Ms. Wyeth said that the money would be used for a consultant in the dental field to work on developing programs and grant funding sources, and the development of 4 local and one regional comprehensive Dental Plan focusing on the needs of children 0-5 years.

Ms. Scardaci listed on the white-board expectations for the Regional Program consultant or facilitator as: completing the required needs assessment and planning, conducting a survey, develop local plans and data, grant writing, training for dental providers, develop media campaign, and coordination within the region.

Mr. Smart, seconded by Ms. Tavares, moved to allocate \$10,000 to the Regional Planning Process. The motion passed unanimously.

## **VII, a, ii. Fiscal Report**

Laura Stringer, Fiscal Officer for the PCPHA, presented the quarterly fiscal report. She said that the expenditures for the recreation mini-grants are not yet shown, as they will be coming out of the next quarter. Mr. Butler questioned the difference in projected interest for the planning fund and the program reserves. Ms. Stringer indicated that the rates are based on the fund balance at the end of each quarter. The planning fund balance will decrease as funds are spent, and the program reserve will increase as deposits come in from the State Commission. Mr. Butler noted a calculation error in salaries and benefits on page 2 of the Fiscal Report. Mrs. Stringer said it would be corrected.

Mr. Smart, seconded by Ms. Burney, moved to approve the fiscal report. The motion passed with Ms. Scardaci abstaining.

## **VI. Executive Director Report**

Interviews for the Office Assistant 3 position are scheduled for February 5<sup>th</sup> and 6<sup>th</sup>, nine candidates have expressed interest in the position. The contracts for the five Recreation Mini-Grants have been prepared, three have been signed, and two are still to be received.

Ms. Vieira thanked Mr. Smart, Ms. Tavares, and Mr. Butler for serving on the evaluation committee for the Service RFA. The funding recommendations will be acted on later in the agenda. Ms. Vieira said that she would be working with Anthony Sousa of the CCFC technology staff on putting together a local Commission web site. To help the smaller counties, the State Commission will develop the web site free of charge. They will also update the site monthly. Examples of other counties' websites were distributed to the Commissioners. Ms. Vieira will produce a press release for the PCCFC funded projects and provide a countywide media update on all of the Commission activities and new staff. Ms. Vieira asked Pat Leslie to present the final report from Howard Consulting Group.

Ms. Leslie explained the evaluation summary report, evaluation tasks and timelines, and funding reference guide. She said that the needs assessment is linked to the funding categories and proposed data sets for tracking. Ms. Leslie said that any questions the Commissioners have should be directed to her or Scott McCollum during the two weeks remaining in the contract period. Ms. Scardaci said that there is also help available from Technical Assistance at the CCFC for tracking data, development of evaluation criteria and related outcome reporting.

### **VII, a, i. RFF Retention Incentives for Child Care**

Ms. Vieira said that a letter of intent had been filed to apply for funds from the CCFC. The RFF has to be submitted by February 28<sup>th</sup> to apply for the first round of funding. Ms. Miller suggested that waiting until April for the second round of funding to allow for more coordination with the Child Care Planning Council. The RFF will fund for direct payments to child care providers, but not for training, professional growth or educational supplies. Ms. Scardaci said that the commission would want to work with a community-based program to implement this program. Ms. Miller said that the Planning Council may be the lead agency, and that only state-subsidized programs would be eligible.

### **VII, b, i. Entity Eligibility for Funds**

Ms. Vieira said that both the Plumas County Counsel and the CCFC had advised her that there was no language in the statutes to prevent funding services through “for-profit” entities. Plumas County Counsel suggested that the Commission not set guidelines and just evaluate each case on an individual basis. Ms. Vieira said that most commissions allow for-profit entities to apply. Mr. Smart suggested that the Commission follow the advice of the County Counsel’s office and continue to evaluate proposals on an individual basis. Ms. Miller said that no action was needed.

### **VII, b, ii Leverage Fund Guidelines**

Ms. Vieira said that the ad hoc committee had met to develop the guidelines and presented their report. Ms. Miller asked if item #4 referred to the total funds available for the year, or the remaining funds available. Ms. Scardaci said that her understanding was that the amount awarded to any one request could not exceed 25% of the annual amount budgeted by the Commission. Ms. Miller said that the amount would be determined annually during the budget process. That information could be given to the public, and the amount supplemented as needed. Mr. Smart suggested that the language of item #4 be changed to omit the 25% limit to read “as determined by the Commission prior to the January and July notification of the amount of money available.”

Ms. Burney, seconded by Ms. Scardaci, moved to accept the guidelines developed by the committee as amended. The motion passed unanimously.

### **VII, b, iii. RFA #PCCFC 01-02 Recommendations for Funding**

Ms. Vieira presented the recommendations for the Intent to Fund the RFA. Ms. Scardaci said that a letter would have to be sent to the applicants informing them of the amount of the award recommended and that a revised activities and budget must be submitted

Mr. Smart, seconded by Ms Tavares, moved to notify the Plumas County Office of Education, Plumas County Health Agency, and Sierra-Cascade Family Opportunities, Inc, of the Commission's intent to award funding for their proposals, contingent on approval of their revised activities and budget, and strong articulation to the Strategic Plan. The motion passed with Ms. Scardaci and Ms. Burney abstaining.

Mr. Smart said that the remaining proposal from Plumas Unified School District (Portola Healthy Start) had received high scores, and the evaluation committee reflected that in recommending that the entire amount be funded. Discussion followed regarding that this proposal represented a planning grant and did not offer direct services until April 2002.

Mr. Smart, seconded by Ms Scardaci, moved to authorize the Executive Director to meet with the applicant to clarify the points in question prior to the next meeting, and request that this applicant revise documents to reflect any changes. The motion passed with Ms Burney abstaining.

#### **VIII. Public Comment**

There were no comments from the public.

#### **IX. Next Meetings.**

The next meeting will be held on February 7, 2001.

The meeting adjourned at 12:31 p.m. .

Minutes respectfully submitted by: Diana Conen